



CONFIDENTIAL APPLICATION FORM

For office use only

Application number:

PLEASE COMPLETE ALL SECTIONS IN BLACK INK OR TYPE

Post applied for:	
Essex School Jobs Reference Number:	
School post is based at:	

A. Personal details

Title (e.g. Mr/Mrs/Miss/Dr):		First Name(s):	
Last Name:			
Date of birth:		Previous Name(s):	
Present address:		National Insurance no:	
		Mobile telephone no:	
		Home telephone no:	
E-mail:			

B. Present or last employer

Name and address of current or most recent employer:	Job title:	
	Current salary:	
	Date appointed:	
	Period of notice or date of leaving:	
Briefly outline responsibilities:	Reason for seeking other employment or leaving:	

C. All previous employment (most recent first)

Names and Address of Employer	Post Held	Reason for Leaving	Dates (month/year)	
			From	To

Breaks in employment history If you have had any breaks in employment, give details of these periods and your activities during these times e.g. unemployment, raising a family, voluntary work, training etc.

D. Education. Please continue on a separate sheet(s), if necessary.

Secondary School Education – please ensure you list each qualification by subject with each of their individual result listed

Establishment	From (mm/yy)	To (mm/yy)	Qualifications at GCSE/A Level	Grade	Date (mm/yy)

Higher/Further/Continuing Education most recent first (Please include any professional qualifications obtained)

Educational establishment	From (mm/yy)	To (mm/yy)	Qualifications obtained (include main subjects)	Grade	Date (mm/yy)

Training including details of professional or personal development courses attended in the last 5 years. (Please continue on a separate sheet(s), if necessary)

Name of course	Organising body	Brief description of course content	Date (mm/yy)

Do you have qualified teacher status?

YES NO

What is your Teacher Reference Number (if applicable)

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E. Statement in support of your application

Please use this section to show how your experience and achievements make you suitable for this post. Please refer to the job description and person specification. Include relevant skills and experience that you have obtained through previous employment, work experience, voluntary or community involvement, personal interests or education. Please continue on a separate sheet if necessary.

Describe yourself in three words:

F. References

Your current or most recent employer must be your first referee. As part of the trust's commitment to 'Safeguarding Children and Safer Recruitment in Education', references will be requested for short-listed candidates prior to interview. **References from relatives or people writing solely in the capacity of friends/colleagues will not be accepted.** Please ensure that you have informed/asked your employer about providing a reference.

Full Name:		Full Name:	
Address:		Address:	
Telephone No.		Telephone No.	
Email Address (essential):		Email Address (essential):	
Relationship between applicant and referee:		Relationship between applicant and referee:	
Period of time applicant known to referee:		Period of time applicant known to referee:	
If you do not wish to have this reference requested before interview, please tick here: <input type="checkbox"/>		If you do not wish to have this reference requested before interview, please tick here: <input type="checkbox"/>	
If either of your referees know you by another name, please give details:			

Online/Social media searches

As part of the trusts commitment to safeguarding children and to further enhance the shortlisting process, in line with measures identified in statutory guidance relating to safeguarding practice, the trust has partnered with "Essex County Council" and "Social Media Check" to undertake online searches via a candidate self-registration portal. These checks are designed to identify anything that could give rise to a safeguarding concern in what has been said or done online.

Management of online searches and the collation of information will be carried out independently from those managing the shortlisting process. Only information relevant to safeguarding concerns obtained from the search will be passed over for consideration during the recruitment process for use during the shortlisting process.

Should your application be successful a self-registration link will be shared with you.

G. Miscellaneous information

Are you a relative or partner, or do you have a close personal relationship with any HEARTS employee, LAB member or Trustee?	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, give details here:
Failure to declare such a relationship may disqualify you. Canvassing of LAB members, Trustees or Senior Staff Members by you or on your behalf is not allowed.	
Do you need permission to work in the United Kingdom?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>If you are unclear about your eligibility to work in the United Kingdom you should refer to the Border Agency website.</i>	
Do you have a valid driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have access to a vehicle which you are able to use for work purposes?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If not, are you able to travel for work purposes, by another means of transport	YES <input type="checkbox"/> NO <input type="checkbox"/>

Please confirm the following statements are true by signing the box below.

Declaration

I certify that the information provided in this application, together with any accompanying papers, is to the best of my knowledge, true. I understand that any false entry may lead to either an offer of employment being withdrawn or, in the event of employment, disciplinary investigation by the school, and is likely to result in dismissal.

Safer Recruitment

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

Disclosure of Criminal Convictions

Short-listed candidates will be asked to complete a 'Disclosure of Criminal Convictions' form and 'self-declaration' and a Disclosure will be sought from the Disclosure and Barring Service for the successful applicant.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Data Protection Act 1998/GDPR 2018

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems. Applications are held for six months.

Signed:		Date:	
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Please return your completed form in word format by email to: recruitment@heartsacademy.uk

THANK YOU FOR TAKING THE TIME TO APPLY FOR THIS POST.

It is not HEARTS Academy Trust's practice to acknowledge receipt of applications. However, feedback for unsuccessful applications is available upon request. Shortlisting may take place before the closing date if sufficient applications are received.

Applicants can view HEARTS Academy Trust policies, including, but not limited to: Recruitment, Referencing, Safeguarding and Privacy notices via the HEARTS Academy Trust website or by clicking [here](#)

Equal opportunities monitoring form

HEARTS Academy Trust is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified. The completion of this form and questionnaire is entirely voluntary. However, it will assist the trust in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

Thank you for your assistance

Age

Please put a x in the relevant box

16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

Gender

Please put a x in the box which best describes your gender?

- Man Woman Intersex
 Non-Binary Prefer not to say
 Option to self-describe: _____

Disability

To make positive changes, HEARTS Academy Trust wants to address the different barriers faced by disabled people.

Under the disability discrimination act a disability is defined as a physical or mental impairment that has a substantial and long-term adverse impact on the ability to carry out normal day to day activities.

Do you consider yourself to have a disability or a long-term health condition?

- Yes No

What is the effect or impact of your disability or health condition?

- Prefer not to say

If you would like to discuss your response or are unsure of the types of reasonable adjustments that might be possible, please contact recruitment@heartsacademy.uk / 01268 572672. We will be happy to help and support you.

Legal marital or same-sex status?

Please put an x in the box which best describes your status

- Single
- Married
- Married, same-sex partner
- Civil partnership
- Other (please state)
- Prefer not to say

Religion and belief

Below is a list of religions that are most commonly found in Britain in alphabetical order.

Please put an x in the box that best describes you:

- Buddhist
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Hindu
- Jewish
- Muslim
- Sikh
- No Religion or belief
- Prefer not to say
- Prefer to self-describe _____

Sexual orientation

Please put a x in the box which best describes your sexual orientation

- Bi/bisexual
- Gay/Lesbian
- Heterosexual/Straight
- Other
- Prefer not to say
- Prefer to self-describe

Ethnicity

Please put a x in the box which best describes your ethnicity

A Asian or Asian British

- Indian Pakistani Bangladeshi Chinese Prefer not to say
- Any other Asian background, please state here

B Black/African/Caribbean or Black British

- African Caribbean Prefer not to say
- Any other Black background, please state here

C Mixed/Multiple Ethnic Groups

- White and Black Caribbean White and Black African White and Asian
- Prefer not to say
- Any other mixed background, please state here

D Other Ethnic Group

- Arab Prefer not to say

E Chinese and other ethnic groups

- Chinese Prefer not to say
- Any other, please state here

F White

- English Welsh Scottish Northern Irish
- Irish British Gypsy or Irish Traveller Prefer not to say
- Any other White background, please state here

G Prefer not to say

I confirm my consent to HEARTS Academy Trust processing the special categories of data supplied in this form for the purposes of monitoring data and diversity statistics, recruitment and selection, and as set out in the Workforce Privacy Notice.

Signature	
Date	